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## MEMORANDUM

TO: Superintendents; Principals; Educators  
FROM: AOE Licensing Office  
SUBJECT: Transcript Review Process  
DATE: March 2, 2016

Beginning **April 1, 2016** the Agency will begin accepting Transcript Review applications electronically. The Agency will **no longer** offer or accept paper applications for Transcript Review. Candidates are asked to submit an electronic Transcript Review application using the [Vermont Online Licensing System for Educators](#).

For an online Transcript Review application to be accepted, it must contain the following:

- All competencies for the endorsement sought must have information entered, even if that is an explanation for how the competency will ultimately be met.
- 75% of the coursework for the endorsement must be completed.
- For areas where no coursework has been completed, explain your plan for meeting this competency.
- Supporting documentation must be uploaded for any competency where coursework is listed for consideration (e.g. syllabi, course descriptions).
- Only the courses listed for the competency will be reviewed for that competency (multiple courses may be listed for one competency).
- All testing required for the endorsement must be completed prior to submitting the application.
- Verification of any practicum or other required experience must be included.

If any of the above requirements are not included in the online application the candidate will be sent an email to their preferred email giving the candidate 30 days to provide any outstanding materials to the AOE, or the application will be closed incomplete.

Supporting [documents and tutorials](#) for the online Transcript Review process will be available on our website prior to April 1, 2016.

### Questions?

Transcript Review: [catherine.franks@vermont.gov](mailto:catherine.franks@vermont.gov)

General Educator Support: [aoe.licensinginfo@vermont.gov](mailto:aoe.licensinginfo@vermont.gov) or (802) 479-1700

ALiS Support: [aoe.alisedlicensing@vermont.gov](mailto:aoe.alisedlicensing@vermont.gov)